

Air Force Departmental Publishing Office
2011 Winter and Spring IBM Lotus Forms Designer Classes Schedule

SCHEDULE

February 1 – 3

March 15 – 17

April 12 – 14

May 10 – 12

June 7 – 9

NOTES:

- The classes are conducted at AFDPO (Joint Base Anacostia-Bolling, DC).
- Due to classroom size, only seven slots are available for each class.
- Usually we allow one person per office unless the class is not full.
- Classes begin at 0830 and end NLT 1600 each day except the last day which is usually NLT noon.
- Mondays are travel days and most students leave on Thursday after class.
- The required uniform for training is the Duty uniform for military and business casual for civilian.
- On base transportation is limited, we highly suggest a rental vehicle.

RESERVATIONS:

MAJCOM-level Publishing Managers are required to submit an e-mail request for training to AFDPO on behalf of the student(s) via AFDPO customer service e-publishing@pentagon.af.mil. The e-mail should list the student's name, e-mail address, DSN, organization and organization office symbol. Additionally, students will also need to provide the name and telephone number of an emergency POC.
(Reference: AFMAN33-361, Section D, *Training*)

LODGING:

Suggested lodging contact is the Bolling Inn (202-404-7050) or Navy Lodging (202-563-6950), call early.

AIRPORT:

Suggested Airport is Reagan Washington National (DCA).